



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT AMENDED*

VACANCY ANNOUNCEMENT # : FINCN/03-956 PJW

OPENING DATE : November 19, 2003

CLOSING DATE : December 5, 2003

POSITION TITLE, SERIES & GRADE : Secretary (Office Automation) GS-318-9 or 10

PROMOTION POTENTIAL : If selected at GS-9, Full performance level is 9
If selected at GS-10, Full performance level is 10
TEMPORARY NTE 2 YEARS

NUMBER OF VACANCIES : One

SALARY RANGE : GS-9 \$40,044 - \$52,058 per annum
GS-10 \$44,098 - \$57,329 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of the Director

DUTY STATION : Vienna, Virginia

This announcement is amended to add the requirement that an applicant must submit a statement certifying that they can type at least 40 words per minute. Applicants that have already applied do not need to apply again.

APPLICATIONS WILL BE ACCEPTED FROM:

- (a) Present and former Federal employees with competitive status who reside within the Washington DC commuting area, OR
- (b) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, and reside within the Washington DC commuting area.

SUMMARY OF DUTIES:

Employee serves as a Secretary to the Director and Deputy Directors of the Financial Crimes Enforcement Network. Researches matters of interest to the executives. Receives important visitors and callers and handles many of them independently. Reviews materials submitted to the front office for approval or signature. Arranges meeting and conferences. Plans and executes domestic and international travel arrangements for the Director, Deputy Directors and key officials, including assuring that visas, passports and embassy clearances are obtained. Develops reports, correspondence, and other narrative and statistical summaries in relevant formats, including power point, spread sheets, charts, graphs, and outlines. Prepares reports and correspondence. Tracks actions of special interest to the executives. Serves as a source of expertise concerning use of the PC and other office equipment. Coordinates with the primary secretary to the Director in accomplishing the full range of administrative support activities for the Director's Office.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for

approved outside training, and eligibility for performance awards. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

Specialized Experience: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

This position requires the ability to type at least 40 words per minute. You MUST submit a statement certifying that you type this speed.

Time-in-grade Requirements: Applicants must have acquired 52 weeks of Federal service at or equivalent to the next lower grade level no later than 60 days from the closing date of this announcement.

U.S. Citizenship: Applicants **MUST** be citizens of the United States and, if selected, present proof.

Selective Service Registration: If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

1. Knowledge and skills for serving as a principal secretarial or administrative assistant to a managerial official. **(Applicants must describe the nature of their relevant experience, level of the primary official and the size and organizational structure of the office.)**
2. Knowledge of administrative processes, including such activities as reviewing work flow and setting up and maintaining systems for tracking and controlling information. **(Applicants must describe relevant experience with administrative processes.)**
3. Knowledge of the Federal government structure and relationships, programs and activities of the Financial Crimes Enforcement Network, and/or related programs of intelligence and law enforcement agencies concerned with financial crime. **(Applicants must address their knowledge in these areas.)**
4. Knowledge, skill, and ability to use a personal computer for a variety of office uses, including developing and maintaining databases and spreadsheets; conducting research; preparing charts and graphs; and developing power point presentations. **(Applicants must describe their knowledge and skills in using a personal computer for these functions).**
5. Written communication skills- ability to compose and edit correspondence and develop, research summaries, reports, and other materials. **(Applicants must address their experience in composing and editing written materials, requiring a knowledge of style, tone, format, and grammar.)**

Basis of Rating:

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.

- This is a multiple grade level announcement. You should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s), if applicable.

APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS ALL THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.

SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

Background Investigation: In accordance with Executive Order 12968, a Single Scope Background Investigation is required for all new hires. Employment with FinCEN is contingent upon the satisfactory completion of the background investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for rescinding the offer of employment with FinCEN.

Drug Screening: This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

Tax Record Check: Selectee may be subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

Statement of Employment and Financial Interest may be required.

Direct Deposit: All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

Relocation Expenses: Will not be paid.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.

APPLICATION INFORMATION

SECTION IV: REQUIRED APPLICATION MATERIALS

Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal.

All other applicants MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status; and
- If you are a Veteran, submit a copy of your DD-214.

Please download, complete, and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on to www.usajobs.opm.gov/OF612.htm.

See Section V for the specific information that must be included in your OF-612, resume, or other written application format.

SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT:

Job for which applying: Vacancy Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- Please show the highest Federal civilian grade held, job series, and dates of employment in grade, if applicable.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.

SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/03- 956 PJW
P.O. Box 39
Vienna, VA 22183-0039**

HOW TO APPLY:

All application materials **MUST** be postmarked by the closing date of this Vacancy Announcement. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

For additional information, please call Wanda Haynes (703) 905-3503. TDD (703) 905-3839.

NOTES:

- All application materials **MUST** be sent to the mailing address shown.
- All materials and the envelope **MUST** include the vacancy announcement number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the vacancy announcement case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

SECTION VII: OTHER INFORMATION

INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE, PANAMA CANAL ZONE, OR D.C. DEPT. OF CORRECTIONS:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive selection priority for positions throughout the continental United States.

REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.